



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



### DO NOT USE FOR

\* Contractor  
vehicle permit

OR

\* Single Day  
Temporary Parking  
Restriction  
Request

### DIRECTIONS

#### Step One:

- If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room,  
Riehle Plaza, or John T. Myers Pedestrian Bridge  
Contact Facilities Department for availability / 765-807-1323

#### Step Two:

- Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021

### User Information

Date of Event: 5/21, 6/11, 7/9, 8/13, 9/3/2022 Time: From: 3 am/pm to: 1 am/pm  
Name: Mosey Down Main Street Organization: Friends of Downtown  
Street Address: Main Street from 6<sup>th</sup> to 11<sup>th</sup> Streets  
City: Lafayette State: IN Zip Code: 47901  
Contact person(s): Ken M<sup>c</sup>Cammon Phone Number(s): 765-414-7608  
Email: k.mccammon@comcast.net  
Event Description: Street fair  
Caterer: — Caterer's Phone Number: —

### This event will utilize the following venues (check all that apply):

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge  
☐ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other \_\_\_\_\_

### This event will include the following elements (check all that apply):

- Estimated Attendance: 5-7,000 ☐ Private Trash Hauler (must be removed by 8am following day)  
☒ Street/Sidewalk/Right-of-way restriction or closure ☒ Food or Beverages  
☒ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies  
☒ Alcohol (security is required) ☒ Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

- ☐ Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>  
☐ Stage ☐ Fireworks ☒ Outdoor cooker/grill ☐ Other \_\_\_\_\_

### Optional Equipment & Services:

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☒ City Equipment: Trash totes, other \$25

### Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days			42 days	
	Pre-planning		Notices	Event Preparation			Event	
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week		
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event	

### Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☒ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
  - Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ 25 (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ 50 (optional)
- ☐ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # \_\_\_\_\_  
Not sure if you need an A&E Permit? Want more information? Go to:  
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☐ Traffic Control / Public Safety / Emergency Plan
- ☐ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)

January 28, 2022

To: City of Lafayette Board of Works  
From: Ken McCammon  
Mosey Down Main Street Committee  
Friends of Downtown

This letter is intended as a request to allow the closure of Main Street from 6<sup>th</sup> to 11<sup>th</sup> streets, and 9<sup>th</sup> Street from Columbia to Ferry Streets to vehicular traffic on May 21, June 11, July 9, August 13, and September 3, between 3 PM-1 AM.

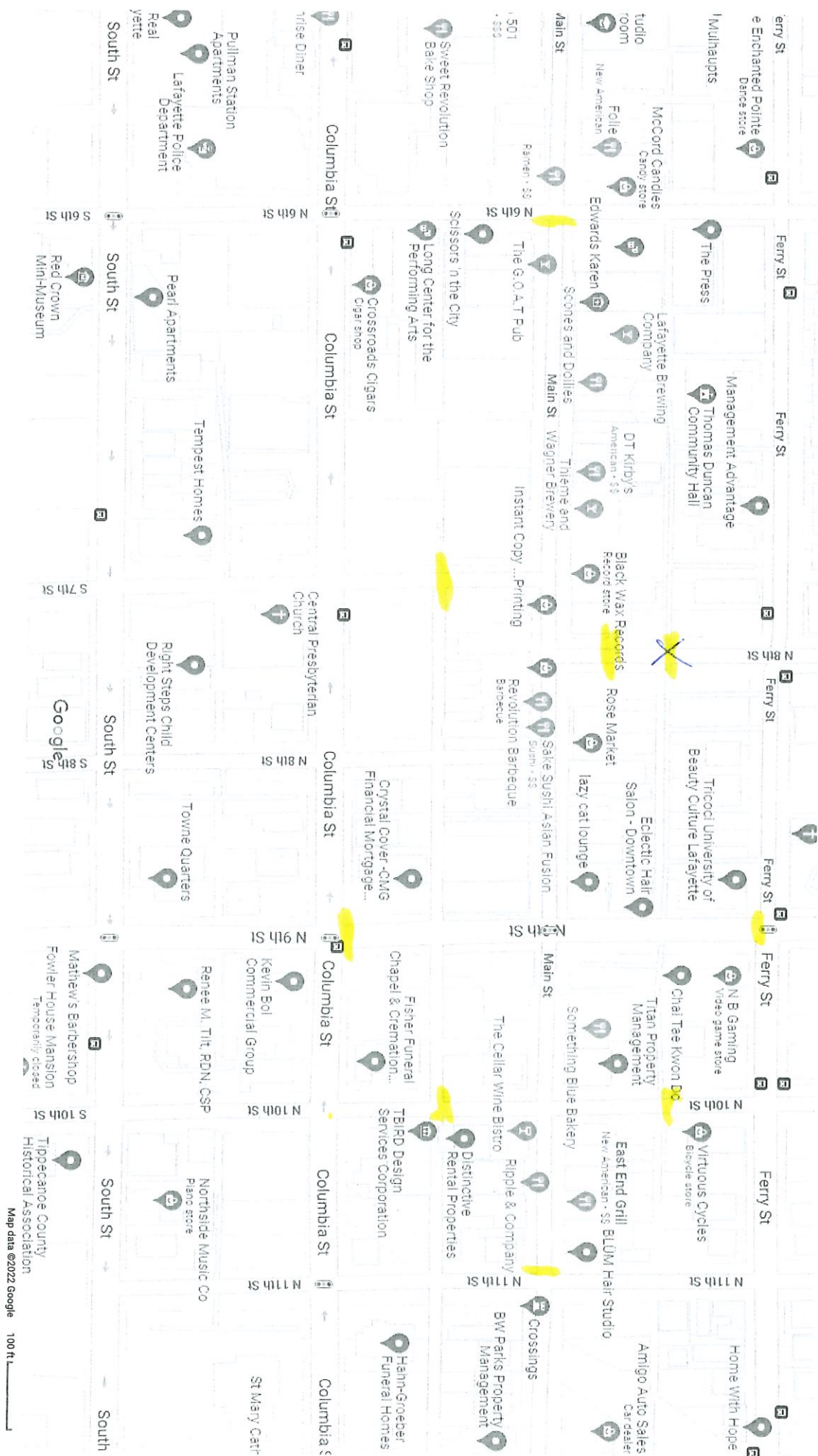
It is requested that the City of Lafayette provide barricades for closing the intersections and that these be delivered on Friday and picked up on Monday. Crews associated with the event will be responsible for erecting and removing these barricades. Signs will be required to inform people of the need to remove their vehicles from that portion of Main Street prior to the event (already in possession of organizers). It is also requested that additional trash/recycling receptacles be provided to facilitate cleanup after the event.

Sincerely,

Ken McCammon  
Mosey Down Main Street



Mosey



Water Barricade/~~Stop~~ Street Closed Sign

# Mosey Down Main Street

The "Mosey Down Main Street" committee would like to announce the closure of Main Street to vehicular traffic between 6<sup>th</sup> and 11<sup>th</sup> Streets, and 9<sup>th</sup> Street between Ferry and Columbia on Saturdays May 21, June 11, July 9, August 13, and September 3, from 3 pm to 1 am. This will allow the people of Lafayette to enjoy a street festival complete with food, music and fun. The goal of this effort is to bring people downtown to enjoy the shops, restaurants, taverns, etc. and to allow a pedestrian mall effect in this section of Downtown.

Please call Ken McCammon at 765-414-7608 if you have any questions.